

RENEWALS

VEHICLE INDUSTRY REGISTRATION PROCEDURES

10

<i>Title</i>	<i>Page</i>
10.000 Registration Renewals:	10-3
<i>Mandatory Renewal</i>	10-3
<i>Early Renewal</i>	10-3
<i>Early Renewal for Vehicles with PNO Status</i>	10-3
<i>Registration Expiration Dates</i>	10-3
<i>Operation Pending Renewal</i>	10-4
10.010 Renewal options for Owners who receive a Renewal Notice	10-4
10.020 Evidence of Registration:	10-4
<i>Truck Tractors</i>	10-4
<i>Commercial Motor Vehicles</i>	10-5
<i>Older Motorcycles</i>	10-5
<i>Metal Tabs</i>	10-5
10.030 Late Renewals	10-5
10.040 Renewal Notices	10-6
10.050 Financial Responsibility	10-7
10.060 Biennial Smog Inspection Program	10-9
10.070 Allocated County of Temporary Use/Fleet Registration	10-14
10.080 Certificate of Planned Non-Operation	10-14
10.090 Certificate of Non-Operation	10-16
10.095 Federal Heavy Vehicle Use Tax (FHVUT)	10-18
10.100 Renewal with Parking Violations on File	10-18
10.110 Owner Responsibility Citations	10-20
10.120 Emission Recall Program	10-21
10.130 ARB Enforcement Citations	10-21
10.140 Disabled Person (DP) Placard Renewal	10-21
10.150 PYR Registration for COMmercial Vehicles	10-22
10.160 Determining when PYR Fees are Due	10-22

<i>Title</i>	<i>Page</i>
10.170 First PYR Registration in a Calender Year	10-23
10.180 PYR Renewals	10-24
10.190 Changes in PYR Registration Status	10-25

Renewals

10.000 Registration Renewals (CVC §§ 4601 and 9552)

Every vehicle registration expires at midnight of the assigned registration expiration date.

The registration must be renewed or a Certificate of Planned Non-Operation (PNO) filed **on or before** the expiration date to avoid a late penalty.

Mandatory Renewal

Renewal fees **must** be paid on any application presented within 30 days of the registration expiration date, **except** on an *Application for Duplicate Title* (REG 227) only. (CVC §5902.5)

NOTE: If a vehicle will be leaving California **prior to the expiration date** and the owner does not wish to pay renewal fees, submit a *Statement of Facts* (REG 256) to that effect.

The application **must** be cleared prior to the expiration date.

Early Renewal

Vehicle owners may renew the vehicle registration or file a *Certificate of Planned Non-operation* (REG 102) up to 75 days prior to the registration expiration date.

Early Renewal for Vehicles with PNO Status

- When a vehicle has a PNO on file, and the vehicle owner is paying registration fees for the upcoming year, the owner has the option of paying:
 - for the remainder of the current year plus the upcoming year, **or**
 - for only the upcoming year.
- In the instance where only the upcoming fees are being paid, the department will issue a registration card indicating “Not Valid Until (Date)”.

Registration Expiration Dates

Registration expiration dates are programmatically assigned and cannot be changed.

- Automobiles have specific expiration dates that are determined when the vehicle is sold new and range from the 2nd to the 28th of the month.
- Commercial vehicles expire on the last day of the expiration month.
- Annual exempt vehicles, such as Disabled Veterans, Congressional Medal of Honor, Honorary Consul, and Legislative exempt expire December 31.

10.000 Registration Renewals (CVC §§ 4601 and 9552), *continued***Operation Pending Renewal**

When an application for registration of a vehicle has been made, the vehicle may be operated on the highways until the new indicia of current registration have been received by the department, upon condition that the vehicle displays the license plates and validating indicia issued to the vehicle for the previous year.
(CVC §4606)

10.010 Renewal Options for Owners who receive a Renewal Notice

- **Online Renewal at www.dmv.ca.gov:**

The option of online renewal is available to vehicle owners who have received a renewal notice that:

- Shows the current address **or** owners who use the online Change of Address system **and** confirm through the Change of Address system that the address has been updated.
- Includes a special Renewal Identification Number (RIN).

- **Automated Voice Recognition Service:**

The option of renewing by telephone is available by calling 1-800-921-1117. The requirements for use are the same as for online renewal.

- **By Mail:**

Available to any vehicle owner who receives a renewal notice.

- **In Person:**

Normally, a field office will **not accept** a renewal notice when presented in person unless:

- The customer is paying the fees in cash.
- The renewal is submitted **after** the registration expiration date.
- The application requires additional processing, such as issuance of substitute license plates.

10.020 Evidence of Registration (CVC §§ 4000, 4850.5 and 5204)

Evidence of current vehicle registration is the valid registration card and the appropriate validation stickers displayed on the rear license plate of the vehicle.

Truck Tractors

- The year sticker issued to a truck tractor is displayed on the front license plate.
- Only one license plate is issued when the body type is TR (gasoline truck tractor) or DS (diesel truck tractor).

10.020 Evidence of Registration (CVC §§ 4000, 4850.5 and 5204), *continued***Commercial Motor Vehicles**

- The year sticker issued to a commercial motor vehicle with a declared gross vehicle weight of 10,001 pounds or more is displayed on the front license plate.
- Two plates are issued (unless the body type is DS or TR) and both must be displayed.

Older Motorcycles

Some older motorcycle plates have a square sticker well which is too small to properly attach the month and year stickers.

- In such cases, the owner must place the stickers on the plate so they do **not** overlap.
- The stickers may extend beyond the margins of the sticker well.

Metal Tabs

- Metal month and year tabs may be assigned to:
 - commercially-registered station wagons assigned special plates, *and*
 - commercial vehicles used in transit-mix cement or asphalt-bituminous spreading or garbage operations.
- These can be identified by a body abbreviation of CM or GG [TRMX, BMIX, GBG, RBSH, or SPRBSH on older certificates].

10.030 Late Renewals (CVC §§9552 and 9553)

- Fees are delinquent whenever registration renewal fees are paid:
 - after midnight of the expiration date, **or**
 - 60 days after the owner is notified by means of a renewal notice that fees are due, unless a Planned Non-operation Certification has been filed.
- A penalty is added when:
 - the fees due are **not** paid, *and*
 - the owner does **not** file the required *Certificate of Planned Non-Operation* (PNO–REG 102) for the vehicle.

See chapter 3, **Collection And Payment of Fees And Penalties** for penalty amounts.

10.030 Late Renewals (CVC §§9552 and 9553), *continued***Vehicles returning to California without First Obtaining Nonresident Registration**

If an owner removes a vehicle from California and does not obtain nonresident registration before returning to California, the prior year fees and penalties are:

- **Due** if the vehicle left California **after** the registration expired.
- **Not due** if the vehicle left California **before** the registration expired.
 - The owner must complete a *Statement of Facts* (REG 256) with the dates the vehicle left, and returned to, California.

NOTE: Current year fees are **due** upon the vehicle's date of entry into California. The owner may file a PNO if the vehicle was **not** towed or driven into California.

10.040 Renewal Notices (CVC §1661)**Required Notification**

The department **must** notify vehicle owners that registration renewal fees are due at least 60 days prior to the registration renewal date.

- Before the notices are printed, address changes received by the United States Postal Service are compared to the department's database to ensure the computer-generated renewal notices are mailed to the vehicle owner's latest address.
- The renewal notice extract/mailing information is reflected on the vehicle record.

Two Renewal Notices

Two renewal notices may be generated whenever a recent change to the vehicle record is made.

The notice with the correct information, usually the latest one issued, must be used. This is especially important when the license plate and/or owner have changed.

Changes to the Renewal Notice

- Changes to the renewal notice, other than an address change, will require additional documents and/or fees and cannot be processed as a renewal.
- Changes to the registered owner name and/or lien holder or body type will require submission of the title.

10.040 Renewal Notices (CVC §1661), *continued***Non-receipt of Renewal Notice**

- If an owner does not receive a renewal notice, there may be an incorrect address or a Notice of Release of Liability on record in error.
 - An address change/correction may be processed in conjunction with the renewal.
- A Notice of Release of Liability (NRL) that is on the record in error must be removed by the department.
 - A *Statement of Facts* (REG 256) must be completed explaining that the NRL is on the record in error and submitted with the registration fees to complete processing of the renewal.

10.050 Financial Responsibility (CVC §4000.37)

- All insurance companies licensed to do business in California are required to electronically report insurance information for all private-use vehicle liability policies.
- Commercial insurance policies and alternative forms of financial responsibility are not reported electronically.

Acceptable FR for renewals

If the renewal notice requests evidence of financial responsibility, the electronic insurance is not on file and evidence must be submitted.

The following are acceptable for registration renewal:

- A document or insurance card from an insurance company indicating that the vehicle is insured.
- An insurance document or ID card from Canada.
- A Mexico **resident insurance** policy, only if:
 - the vehicle record shows a residence address in Mexico, **or**
 - the owner changes his/her residence address to an address in Mexico, **and** completes a *Statement of Facts* (REG 256) that certifies he/she is a resident of Mexico **and** gives his/her Mexico residence address. The Statement of Facts must be submitted with the renewal.

NOTE: A Mexican resident insurance policy will be labeled as such or will indicate that it is only valid for coverage of Mexican residents; **it is not valid if the insured is not a Mexican resident.**

A “travel” policy which does not contain residency restrictions cannot be used as evidence of financial responsibility.

- A DMV authorization letter for cash depositors or self insurers.
- A photocopy of a current Surety Bond.

10.050 Financial Responsibility (CVC §4000.37), *continued***Acceptable FR for renewals, *continued***

- A *California Proof of Insurance Certificate* (SR 22) for broad coverage or owner's policy. An operator's policy does not satisfy financial responsibility.
- Evidence that the vehicle is owned or leased by a public entity defined in *Government Code* §826.2.
- Motor Carriers as defined in CVC §34601 may complete a *Statement of Facts* (REG 256) indicating that the carrier has evidence of insurance on file with the Public Utilities Commission or DMV pursuant to CVC §34630.

NOTE: The department will suspend, cancel, or revoke the registration of a vehicle when false evidence of financial responsibility has been submitted or when the insurance company notifies the department that the policy was cancelled and a sufficient period of time has elapsed for replacement coverage.

Commercially Insured Vehicles

Although CVC §16058 requires electronic reporting of private-use automobile liability policies to the department, commercial or business insurance carriers are exempt.

- Commercial/business insurance policies are normally issued to an applicant registering a vehicle as one of the following:
 - Company, Co, Corporation, or Corp.
 - Incorporation, Incorporated, or Inc.
 - Doing business as or DBA.
 - Limited, LTD, or LLC
- If insurance information does not appear on the vehicle record at time of renewal, proof of financial responsibility must be submitted.
 - The *Notification of Alternative Forms of Financial Responsibility* (REG 5085) is **not** acceptable for renewals.

Excluded Vehicles

Owners of the following vehicle types are not required to provide evidence of financial responsibility:

- Trailers
- Off-highway vehicles
- Vehicles registered to a government entity (city, county, state, and federal)
- Special equipment vehicles
- Vehicles registered under planned non-operation status

10.060 Biennial Smog Inspection Program (CVC §4000.3 and H&SC 44011)

A smog certification **is required** every two years for registration renewal of 1976 and newer year model motor vehicles registered in a Biennial Motor Vehicle Inspection Program county.

Biennial Counties

- **Complete** counties require a biennial smog certification for all zip codes in the county.
- **Partial** counties require the biennial smog certification for *specific* zip codes only.

To determine if a vehicle is subject to the biennial inspection requirement, check the county code and zip code.

See *Appendix 1C* for a current listing of partial county zip codes.

Complete Counties and County Codes

<i>County</i>	<i>Code</i>
Alameda	01
Butte	04
Colusa	06
Contra Costa	07
Fresno	10
Glenn	11
Kern	15
King	16
Los Angeles	19
Madera	20
Marin	21
Merced	24
Monterey	27
Napa	28
Nevada	29
Orange	30
Sacramento	34

<i>County</i>	<i>Code</i>
San Benito	35
San Francisco	38
San Joaquin	39
San Luis Obispo	40
San Mateo	41
Santa Barbara	42
Santa Clara	43
Santa Cruz	44
Shasta	45
Solano	48
Stanislaus	50
Sutter	51
Tehama	52
Tulare	54
Ventura	56
Yolo	57
Yuba	58

10.060 Biennial Smog Inspection Program (CVC §4000.3 and H&SC 44011), *continued*

Partial Counties

Refer to *Appendix 1C* for the current listing of partial county zip codes.

Partial County Codes

<i>County</i>	<i>Code</i>
El Dorado	09
Placer	31
Riverside	33

<i>County</i>	<i>Code</i>
San Bernardino	36
San Diego	37
Sonoma	49

Determining When Biennial Inspection is required

A biennial smog certification is usually required for the *second* renewal expiration date following the receipt and update of a smog certification with an original registration, a registered owner transfer, or a renewal.

Biennial Exemptions

In addition to the exemptions in section 10.050 the following vehicle and transaction types are **not** required to be smog certified for *biennial* renewal.

- Vehicles **six** model-years old and newer that were originally registered in California as a new vehicle.
— Determine the oldest qualifying year model by subtracting five from the current year.
- Vehicles for which a smog certification was submitted for original registration in the preceding year.

Billing Notices

A “Smog Certification Required” message is printed on the billing notices for vehicles subject to a biennial smog inspection.

The renewal is returned as a Notice of Incomplete Renewal Document (NIRD) if the renewal is returned by mail to Sacramento Headquarters, and:

- an electronic smog certification record **is not** present for the vehicle, or
- proof of exemption **is not** submitted with the renewal fees,

**10.060 Biennial Smog Inspection Program (CVC §4000.3 and H&SC 44011),
*continued*****Automatic Update**

- When a Notice of Incomplete Renewal Document (NIRD) is issued for a smog certification **only**:
 - the renewal transaction is automatically cleared, *and*
 - the registration/stickers are issued when the vehicle record is updated with an electronic smog certification.
- When an electronic smog is received on an Incomplete Application (RDF) that is **not** a NIRD, the application must be returned to DMV for processing. The application will not clear automatically.

Incomplete Applications

If an application is RDF'd for a smog certification and is resubmitted for clearance in a non-biennial year, the biennial smog certification **is still required**.

Biennial Smog Certification Obtained for the Wrong Year

If a vehicle owner obtains a smog certification in a year it **is not** required, the department's automated system will adjust the "Smog Due" date for the second renewal following receipt and update of the certification.

Vehicles Garaged Outside of a Biennial Inspection Area

When the registered owner's mailing address is in a biennial inspection area but the vehicle is garaged outside of a biennial inspection area, a smog certification **must be** submitted for the renewal.

Permanent Fleet Registration (PFR) Vehicles

- A biennial smog inspection **is not** required for vehicles:
 - that are part of a fleet licensed by the Bureau of Automotive Repair (BAR),
and
 - garaged outside of a biennial inspection area.
- The renewal of these PFR vehicles must be processed by the PFR Unit at Sacramento Headquarters.

Actual Residence in a Non-Biennial Area

- When a residence is physically located in a non-biennial area, but the mailing address (zip code) assigned to the residence by the post office is in a biennial area, a smog certification is not required for renewal.
- The application must include a *Statement of Facts* (REG 256), completed by the owner, stating his/her residence is in a non-biennial area.

10.060 Biennial Smog Inspection Program (CVC §4000.3 and H&SC 44011), *continued*

Original Smog Certification within One Year

- When a smog certification was submitted for an original registration in the year prior to the current expiration date, but the vehicle record does not indicate a VR Inspection Exemption date, a biennial smog inspection **is not** required.
- However, the application **must** include the vehicle inspection report (VIR) as evidence of the smog inspection.

Motive Power Corrections

- When a vehicle is powered by diesel fuel, electricity, or is a hybrid and the vehicle record does not show the correct motive power, the system may erroneously require a smog certification.
- If the correct motive power can be determined by a vehicle verification, interpretation of the vehicle identification number, or from the Kelly Blue Book, then submit a *Statement of Facts* (REG 256) stating how the motive power was determined along with the Vehicle Verification, if completed (the Certificate of Title is not required to correct the motive power).
- If the motive power cannot be determined then the vehicle **must** be certified by a BAR Referee Center before the renewal can be completed.

Vehicles Located outside California

A smog certification is **not required** when a vehicle is located outside of California.

- The registered owner **must** complete a *Statement of Facts* (REG 256) **or** submit a letter explaining that the vehicle is located out of state.
- The exemption for vehicles located outside of California **does not** apply if the residence or mailing address of the registered owner/lessee or the address where the vehicle is garaged is in any of the following cities:

<i>Nevada:</i>			<i>Mexico:</i>
<ul style="list-style-type: none"> • Carson City • Centerville • Crystal Bay • Gardnerville • Genoa 	<ul style="list-style-type: none"> • Glenbrook • Incline Village • Minden • Reno • Sparks 	<ul style="list-style-type: none"> • Stateline • Stewart • Washoe City • Verdi • Zephyr Cove 	<ul style="list-style-type: none"> • Tecate • Tijuana • Tijuana Baja CA

**10.060 Biennial Smog Inspection Program (CVC §4000.3 and H&SC 44011),
*continued*****Specially Constructed Vehicles (SPCNS)**

- The original smog certification for specially constructed vehicles is issued by the Bureau of Automotive Repair (BAR) referee.
- A label is placed on the vehicle which will enable any smog station to perform a subsequent smog inspection, as long as the label remains affixed to the vehicle and the vehicle's emission equipment remains the same.

BAR Consumer Assistance Program

Consumers whose vehicles fail a biennial smog check may be eligible to participate in the Bureau of Automotive Repair's (BAR) Consumer Assistance Program (CAP). CAP offers two programs for qualified consumers whose vehicle fails a biennial smog check.

- **Repair Assistance**—financial assistance toward emissions-related repairs. A vehicle owner may qualify for repair assistance if the:
 - household income meets the CAP income guidelines, (which are derived from the federal poverty guidelines), *or*
 - renewal notice requires a test at a Test Only or Gold Shield station; and the vehicle fails.
- **Vehicle Retirement**—Eligible vehicle owners may receive payment to retire high-polluting vehicles.

Eligibility requirements and the CAP application can be found on the BAR website www.bar.ca.gov.

- Once an applicant qualifies for the program, BAR will send a "Letter of Eligibility for Repair Assistance" or a "Letter of Eligibility for Vehicle Retirement" instructing the owner what to do.
- For any questions regarding the Consumer Assistance Program, contact BAR.

Biennial Smog Certification TOP fee

When a vehicle fails a smog test, the owner may apply for a Biennial Smog Temporary Operating Permit (TOP) by submitting the failed smog test report and paying the \$50 fee in addition to the renewal fees due.

- The permit is valid only for 60 days following the expiration of the vehicle or 60 days from the date the vehicle is removed from PNO status.
- Only one biennial smog TOP may be issued to the vehicle within a two-year period.
- The \$50 fee may be waived only if the registered owner presents a Consumer Assistance (CAP) letter from BAR indicating the owner qualified for repair assistance as a low-income applicant **prior** to requesting the TOP and paying the fee.

10.070 Allocated County of Temporary Use/Fleet Registration

The owner of a vehicle who resides in, or uses a vehicle for business purposes in, a county other than the county of legal residence for more than 30 days may file a *Statement of Facts* (REG 256) with a renewal application giving the name of the county where the vehicle is used. The allocated county information does not affect the smog certification requirements.

- Fleet owners are encouraged to allocate vehicle registration credit to the county in which a major part of the vehicle operation takes place.
- After submission of the initial *Statement of Facts* (REG 256) giving the allocated county information, a combined county code designation will reflect the headquarters address county and the allocated county.

Example: 38/30 county code indicates that the headquarters is in San Francisco County (38) and the allocated county is Orange County (30).

Trailer Coach Situs (RT&C §11003.2)

Renewal notices for trailer coaches have a special area where the situs (location) must be entered when the registered owner's county of residence (or mailing address) is different than the county in which the trailer coach is located.

10.080 Certificate of Planned Non-Operation (CVC §§4604, 4604.5, and R&TC §10856)

- The vehicle owner is responsible for:
 - either renewing the registration or filing a *Certificate of Planned Non-Operation* (PNO–REG 102), **and**
 - paying the PNO fee when his/her vehicle is not to be operated.
- A PNO **must** be filed by midnight of the registration expiration date to avoid a PNO late penalty, but may be filed as early as 75 days prior to the current registration date.
- A new PNO **is not** required to be filed each year, but renewal fees **must be paid on or prior to the date of first operation** to avoid a penalty. (Weight fees for commercial vehicles may be prorated for the number of months remaining in the registration year when renewal fees are paid).

NOTE: Vessels and trailer coaches **must be** currently registered at all times regardless of use.

- The PNO may be filed up to 90 days after the registration expiration date if the vehicle has **not** been operated in any manner, but a late PNO penalty is due in addition to the PNO fee.

10.080 Certificate of Planned Non-Operation (CVC §§4604, 4604.5, and R&TC §10856), *continued***PNO Exceptions (CVC §4604[d])**

PNO requirements **do not** apply to vehicles:

- Which expire while in a dealer's, lessor-retailer's, or manufacturer's inventory **or** while being held pending a lien sale by a garage keeper or towing service operator.
- Registered as part of an apportioned fleet
- Registered on a partial-year registration (PYR) basis. *See below.*
- Of historic interest/value as described in CVC §§5004, 5004.5, 5004.6, or 5051 as long as the vehicle is not being operated.
- Identified as Special Equipment.
- Which are stolen and unrecovered.
- Registered out of state.
- Issued a Nonrepairable Certificate.

Vehicles Registered Under the Partial Year Registration (PYR) Program (CVC §9706[d])

The PNO for a vehicle last registered PYR and **not** operated since the last PYR registration **must be** filed by December 31 of that *following* year.

Example: If a vehicle was registered PYR until 08/31/08, a PNO will not be required until 12/31/09, as long as the vehicle is not operated.

Dishonored Checks

The PNO application is canceled if the PNO fee is paid by dishonored check. The applicant **must** register the vehicle or file a new PNO, if applicable. If a new PNO is submitted:

- **Prior to** the vehicle's registration expiration date, only the PNO fee is due in addition to the dishonored check fee.
- **Within 90 days after** the expiration date, the PNO fee and PNO penalty are due in addition to the dishonored check fee.
- **91 or more days after** the expiration date, the vehicle **must be** registered and full-year fees and penalties are due in addition to the dishonored check fee.

10.090 Certificate of Non-Operation (CVC §4604.2 and R&TC §10856)

If a vehicle has not been operated, moved, or left standing upon any highway subsequent to the vehicle expiration date and the vehicle is exempt from PNO filing, a *Certificate of Non-Operation* (REG 102) may be required upon registration of the vehicle.

- The *Certificate of Non-Operation* (CNO–REG 102) may be signed by the vehicle owner **or** the person in possession of the vehicle and/or who has knowledge of the vehicle’s non-operation.
- A CNO **cannot be** signed by power of attorney and **cannot be** used when the vehicle **is** required to be currently registered or have a PNO status on record.
- A CNO may be submitted for any period of past time, **not** future time, and **must** cover the beginning and ending dates of the period in question.

EXCEPTION: The CNO ending date for a PYR vehicle may be up to 75 days beyond date the fees are paid (“Date Fees Received”).

A CNO **is required** when renewal fees are being paid and:

- The vehicle is exempt from the PNO requirements (**Example:** vehicle of historical interest).
- A vehicle registered PYR has not been operated since the PYR expiration.

For example: PYR fees are paid until April 30. The vehicle has not been operated since that date and fees are being paid in June for four more months. Fees must be paid prior to first operation.

- The vehicle was deleted from an IRP fleet and has not been operated since the date of deletion.
 - A *Statement of Facts* (REG 256) may include the fact that the vehicle has not been operated since the date of deletion and a CNO will not be required.
- The vehicle is no longer on the department records (unavailable records).
 - The *Statement of Facts* (REG 256) submitted for the unavailable record requirement may include a statement that the vehicle has not been operated since (date) and no CNO will be required.
- A commercial vehicle is going from PNO status to registered status when the date of first operation is a future date.
 - The CNO date can be up to 75 days beyond the Date Fees Received.
- A PYR vehicle is appropriately applying for PNO status.
 - The CNO date can be up to 75 days beyond the “Date Fees Received” for PYR vehicles.

NOTE: the PNO cannot be applied for until 75 days prior to December 31 of the year *following* the last PYR date.

10.090 Certificate of Non-Operation (CVC §4604.2 and R&TC §10856), *continued*

A CNO is **not required** for a vehicle:

- held in dealer inventory or transferred between dealers if the application contains evidence that the registration was valid when sold by the registered owner to the dealer.
 - Evidence is based on the date of release on the title or bill of sale prior to the registration expiration date.
- moved out of state on a trailer or with a moving permit, but **not** registered in another state, that returns to California in a subsequent registration year.
 - A *Statement of Facts* (REG 256) with the dates the vehicle left and returned to California must be part of the application.
 - Fees **must be** paid prior to the entry into California unless the vehicle reenters on a trailer or with a permit.
- moved out-of-state on a trailer or with a moving permit, but **not** registered in another state, that returns to California in the same registration year.
- with a PNO status on file which will be processed as a “transfer only”.
 - In addition to the *Statement of Facts* (REG 256) for the Transfer Only, a *Certificate of Planned Non-Operation* (REG 102) must be submitted.

Trailer Coaches

A CNO **cannot be** used for a trailer coach, **unless** it was:

- unoccupied and held as part of a dealer’s or manufacturer’s inventory for sale.
- moved in conformance with the *Vehicle Code* provisions relating to dealers, manufacturers, or transporters. (CVC §§11715 and 11716)
- destroyed by fire, flood, or other disaster.
- located outside of California.
- owned by a member of a military service and located on a military installation.
- owned by an Indian while parked off-road on a Federal Indian Reservation or Rancheria.
- located in a federal enclave (Cabrillo National Monument [except the area within Point Iowa traffic circle], Fort Point National Historic Site, Lassen Volcanic National Park, Sequoia Kings Canyon National Park, or Yosemite National Park.).

NOTE: Vehicles towed on a highway by a tow vehicle pursuant to a court order or by order of a peace officer are exempt from registration and license fees. (VC §4000)

- The sheriff, marshal, or peace officer who authorized the movement must complete a statement giving the authority for movement.
- This statement may be on the *Certificate of Non-Operation* (REG 102) or on a *Statement of Facts* (REG 256).

10.095 Federal Heavy Vehicle Use Tax (FHVUT) (CVC §4750)

Commercial vehicles or buses with an **unladen weight of 8,001 pounds** or more and/or operated at a combined gross vehicle weight (CGVW) of **55,000 lbs. or more** must have evidence of payment of, or exemption from, the FHVUT before the vehicle registration can be renewed.

The CGVW equals the total weight of the power unit, any trailer towed, **and** the load.

FHVUT Tax Period (July 1 to June 30)

The FHVUT tax is paid to the Internal Revenue Service (IRS) and a receipted Schedule 1, Form 2290, is returned to the applicant as proof of payment.

Proof of payment, or exemption from, the tax must be verified only once during the registration period.

NOTE: Proof of payment for PYR vehicles is to be furnished at the time of *first* registration during the calendar year.

Exclusions—The FHVUT requirement **does not** apply to a vehicle which **is not** being operated.

Acceptable Proof of FHVUT Payment

Any of the following may be accepted as proof of payment of FHVUT upon renewal of registration:

- The original or a photocopy of an IRS receipted Schedule 1, Form 2290 (manually stamped or electronically watermarked).
- A photocopy of Schedule 1, Form 2290, filed with the IRS **and** a photocopy of the front and back of the canceled check payable to the IRS for the tax.
- Evidence showing applicant is making payments to IRS.

Acceptable Proof of FHVUT Exemption

A receipt or photocopy of filed Form 2290 Part II, listing the vehicle as exempt is acceptable as proof of exemption.

10.100 Renewal with Parking Violations on File (CVC §§4760 and 4761)

A registration renewal **cannot be** completed for a vehicle if the owner or lessee has unpaid parking/toll violations on record.

All violations shown on the record **must** be cleared by the issuing parking agency, **or** paid with the renewal fees, before the renewal can be completed.

10.100 Renewal with Parking Violations on File (CVC §§4760 and 4761), *continued***Parking/Toll Violation Clearances**

An acceptable release from a parking agency for parking/toll citations must be submitted. Examples are:

- A *Notice of Disposition of Parking/Toll Violation* (REG 194R).
- A *Notice of Disposition of Multiple Parking/Toll Violations* (REG 197).
- A parking agency cash register receipt with the agency name or code, the citation number, and the date paid.
- A letter, on the parking agency letterhead, showing the citation number and the date paid or disposition of the citation.
- A cancelled check (both sides if a photocopy submitted) made payable to the appropriate parking agency showing the bail amount **and** the citation number.

Citations Issued during Period of CNO/PNO

If a Certificate of Non-operation (CNO) or Certificate of Planned Non-operation (PNO) is submitted for the period in which a parking citation was issued, the CNO/PNO is invalid.

All fees, and penalties if applicable, are due.

Erroneous Citations

- Citations that are on the record in error must be resolved with the parking agency.
 - The department **cannot** remove a citation without a release from the issuing parking agency **or** payment of the violation fine.
- If a citation was issued prior to the date the current owner purchased the vehicle, a *Statement of Facts* (REG 256) may be submitted to the department detailing the purchase date and requesting that the citation be removed.
 - DMV will verify the transfer date and either remove the citation or request clearance from the parking agency.

Proof of Payment to the DMV

- The owner may use the receipt issued by the DMV when he/she paid the parking violation fees to the department, as proof of payment to reduce the possibility of the vehicle being impounded or immobilized.
- The receipt shows each parking and administrative fee paid.

10.100 Renewal with Parking Violations on File (CVC §§4760 and 4761), *continued***Renewal Notices with Parking Violations**

- Renewal notices list up to three parking/toll violation fees and show the remaining number of citations, as well as the total fees due for those citations on the record at the time the notice was printed.
- Citation numbers on the renewal notice may have additional numbers or letters before or after the actual citation number.

Parking Violation Fee Refunds

If parking violation fees are paid to a parking agency **and** the department, the refund **must** come from the parking agency.

10.110 Owner Responsibility Citations (CVC § 4002.1)

A registration renewal **cannot be** completed for a vehicle if the owner or lessee has unpaid owner responsibility (OR) citations on record.

- **All** citations shown on the record **must** be cleared by the issuing agency before the renewal can be completed.
- An Owner Responsibility Fee of \$7 is collected for each OR citation.

Proof of OR Citation Clearance

The court issues an Abstract of Court Record Release Adjudication (DL 106R) to both the cited owner and the department when it clears an OR citation.

Disposition Code Z

A DL 106R with disposition code “Z” in the “Judgment” area is **not** acceptable; the applicant **must** contact the issuing court to obtain a corrected DL 106R.

Renewal Notices

- Renewal notices for vehicles with “OR” citations on record will include:
 - an “OWNER RESPONSIBILITY FEE” message,
 - the amount due, **and**
 - an insert listing each unclear “OR” citation by number, date of issuance, and name of issuing jurisdiction.
- Citation numbers on the renewal notice may have additional numbers or letters before or after the actual citation number.

10.100 Renewal with Parking Violations on File (CVC §§4760 and 4761), *continued***Clearing OR Citations**

- “OR” citations can only be cleared from the vehicle record by the Registration Abstract Section (RAS) at Sacramento Headquarters.
- Renewals submitted with OR abstracts will require additional processing by the RAS section.

10.120 Emission Recall Program (H&SC § 43009.5)

If a vehicle owner **does not** respond to a manufacturer’s emission recall notice, registration of the vehicle **cannot be completed** until a Proof of Correction Certificate is submitted.

The correction certificate is obtained from an authorized dealership after the recall repairs are performed.

Vehicle Record Information

- The emission recall information is contained in the vehicle record.
- When RCC 74 is present, the status message “Proof of Correction Required- Recall #XXXXXX” displays.

10.130 ARB Enforcement Citations (CVC §4755)

The registration renewal cannot be processed when a vehicle owner or operator of a diesel vehicle with a gross weight of 10,000 or more pounds has been cited for unnecessary diesel idling and the citation has not been cleared.

- The vehicle record will reflect a VLT stop, RCC 91, which generates the message “ARB Enforcement Stop”.
- Customers may contact ARB at (916) 322-7061 for citation clearance information.

10.140 Disabled Person (DP) Placard Renewal (CVC §22526.55)

Parking placards issued to permanently disabled persons have a fixed expiration date of June 30, every odd-numbered year.

- The department *automatically* issues a renewal placard and ID card to permanent placard owners prior to the June 30 expiration date, **unless** the placard owner is reported as being deceased in the Bureau of Vital Statistics death records. There is no fee for the DP Placard.
- If a customer with a previous valid permanent DP placard did not receive the renewed placard, an *Application for Replacement Plates, Sticker, Documents* (REG 156) must be submitted to the department for a replacement placard.
- If a renewal placard was not issued by the department, an *Application for Disabled Person Placard or Plates* (REG 195) must be submitted to the department.

10.150 PYR Registration for Commercial Vehicles (CVC §§9700 – 9711)

Commercial vehicles may be registered on a partial year registration (PYR) basis for a period of one or more months, but less than 12 months. (CVC §§9407 and 9700) PYR registration may be requested in conjunction with a vehicle application or as a renewal only.

PYR fees **must be** paid:

- **Original Registration Applications**—Within 20 days of the date of first operation.
 - After 20 days, PYR is denied and full registration fees and possibly penalties are due.
- **Full-Year Registration to PYR**—Prior to the expiration date or prior to date of first operation, if the vehicle is currently on PNO.
 - If not paid prior to the expiration date, penalties are due and PYR is denied.
 - If the vehicle is currently on PNO, PYR fees must be paid prior to first operation.
- **PYR to PYR**—Prior to the date of first operation or penalties are due and PYR is denied.

EXCEPTION: A PYR application and fees may be submitted **within 20 days of first operation** of a vehicle moved or operated to provide support for firefighting operations purposes while under contract to specific government agencies.
Refer to **Firefighting Support Vehicles** in section 10.170.

PYR indicia may be issued for a vehicle **not** currently registered up to 30 calendar days (including weekends and holidays) in advance of the first day of the month for which fees have been paid.

- The receipt or registration card is clearly marked, “Not Valid Until XX/01/XX.”
- PYR registration **cannot** be issued to vehicles from any jurisdiction that **does not** have reciprocity with California (Mexico, Newfoundland, or Saskatchewan). (CVC §9711)

10.160 Determining when PYR Fees are Due (CVC §§4604 and 9706)

PYR registration applications for one to not more than 12 months **must be** made **prior to** the date the vehicle is first operated, moved, or left standing on the highways.

Use the following table to determine when PYR fees are due if a vehicle owner wishes to operate a vehicle for one or more months, but less than 12 months.

Determining PYR Fees

<i>If the vehicle...</i>	<i>Then...</i>
Is a new or nonresident vehicle	The owner must apply for PYR registration within 20 days of first operation

Determining PYR Fees (continued)

<i>If the vehicle...</i>	<i>Then...</i>
has a PNO is on file	the owner must apply for PYR registration before operating the vehicle. NOTE: A <i>Certificate of Non-Operation</i> (REG 102) is required to properly calculate the prorated weight fee.
was registered on a PYR basis the previous year and has not been operated	
is registered on a full-year basis	the owner must apply for PYR registration before the registration expiration date.

Owners of vehicles registered PYR and **not** being operated have until December 31 of the **following** year to file a *Certificate of Planned Non-Operation* (REG 102).

10.170 First PYR Registration in a Calendar Year (CVC §9706)

Original Registration Applications With PYR

Fees must be paid within 20 days of the date of first operation.

- The full year registration fee is due; the VLF is prorated from the month of sale to 12/31 of the calendar year; the weight fee is prorated for the number of months the customer wishes to register the vehicle.
- A PYR service fee is due, along with any other fees due, such as CHP and county fees.
- After 20 days, PYR is denied and full registration fees and possibly penalties are due.
- If the registration period extends beyond 12/31, the next year's *full* year registration and VLF, plus any other renewal fees due, and the weight fee prorated for the number of months requested are also due.

Full-Year Registration to PYR

Fees must be paid prior to the expiration date.

- The full year registration fee is due; the VLF is prorated to 12/31 of the current year; the weight fee is prorated for the number of months the customer wishes to register the vehicle.
- A PYR service fee is due, along with any other fees due, such as CHP and county fees.
- After the expiration date, PYR is denied.
- If the registration period extends beyond 12/31, the next year's *full* year registration and VLF, plus any other renewal fees due, and the weight fee prorated for the number of months requested are also due.

10.170 First PYR Registration in a Calendar Year (CVC §9706), *continued***PYR Registration in Prior Year**

Although the number of months that weight fees have been paid on a PYR registration determines the expiration date on the registration card and PYR sticker, PYR registrations actually expire 12/31 of each year.

- No renewal notices are sent to owners of PYR registered vehicles.
- If an owner wishes to continue to re-register a vehicle on a PYR basis, renewal fees must be paid on or before December 31, or, if the vehicle will not be operated until a time in the future, fees must be paid prior to first operation.
- A *Certificate of Non-Operation* (REG 102) must be submitted when re-registering the vehicle PYR for the first time in the subsequent calendar year.
- Full year registration and VLF are due regardless of the number of months requested; the weight fee is prorated for the number of months the customer wishes to register the vehicle.
- A PYR service fee is due, along with any other fees due, such as CHP and county fees.

Firefighting Support Vehicles

- Vehicles moved or operated to provide support for firefighting operations purposes while the owner is under contract to one of the following agencies may be issued PYR registration within 20 days of the date of first operation:
 - Bureau of Land Management
 - Department of Forestry
 - Office of Emergency Services
 - U.S. Department of the Interior
 - U.S. Forestry Service
- The vehicle owner **must** obtain a letter of authorization from the department's Customer Communications Unit in Sacramento Headquarters **prior to** the date the vehicle is first operated, moved, or left standing on a highway.
 - The letter is issued upon request, which must include a copy of the contract and the vehicle(s) make and identification number.

NOTE: A copy of the letter of authorization **must be** submitted upon application for PYR registration of a firefighting support vehicle.

10.180 PYR Renewals (CVC §§9703, 9704, and 9706)

Once a vehicle has already been registered PYR in a calendar year, an owner may submit fees for additional months during that same calendar year.

- Prorated weight fees based on the number of consecutive months requested (but not past 12/31) plus the PYR service fee must be submitted.

10.180 PYR Renewals (CVC §§9703, 9704, and 9706), *continued*

- A new PYR registration card is issued for each PYR renewal.
- A *Certificate of Non-Operation* (REG 102) must be submitted if fees are being paid after the PYR month of expiration and the vehicle was not operated.

Late PYR Renewals

The PYR privilege for the year is lost if PYR renewal **is not** made prior to operation. Full-year fees (or fees for the remainder of the registration year) and penalties are due.

Penalty Exceptions

A penalty is **not** assessed when:

- a transferee who acquired a vehicle on which the registration subsequently expired pays the fees within 20 days of the transfer date.
- the owner of a firefighting support vehicle obtains a letter of authorization from the department prior to the date the vehicle is moved, operated, or left standing on the highway and pays the fees due within 20 days from the date of first operation.
- the fees due on an original application (California or nonresident vehicle) for PYR registration are paid within 20 days of the date the fees became due.

California-Dealer Sales

A California dealer or lessor-retailer has 30 days from the date of sale shown on the *Report of Sale–Used Vehicle* (REG 51) to submit the fees without penalty. (CVC §9553c.1)

This includes nonresident vehicles and vehicles on which the registration expires while in the dealer inventory.

10.190 Changes in PYR Registration Status (CVC §§9700, 9702, 9704, and 9706)

Use the following table to determine the requirements for a vehicle converting to full-year registration from PYR or from PYR to full-year.

PYR Registration Status Changes

<i>If a change to...</i>	<i>then the requirements are...</i>
full-year registration is requested during a PYR registration month	<ul style="list-style-type: none"> • the last-issued PYR registration card. • weight fees prorated to 12/31/XX. • the PYR service fee and any other fees due. <p>(A regular year sticker and a DEC month sticker will be issued)</p>

PYR Registration Status Changes (continued)

<i>If a change to...</i>	<i>then the requirements are...</i>
full-year registration is requested in a month the vehicle is not currently registered	<ul style="list-style-type: none"> • the last-issued PYR registration card. • full-year registration fee and vehicle license fee unless previously paid for that calendar year. • weight fees prorated to 12/31/XX. • the PYR service fee if the vehicle was registered PYR for any portion of the current registration year. • any other fees due. <p>(A regular year sticker and a DEC month sticker will be issued)</p> <p>NOTE: Fees must be paid on or before operation to avoid penalty.</p>
PYR registration is requested on a vehicle with full year registration	<ul style="list-style-type: none"> • the last-issued registration card or renewal billing notice. • weight fees prorated for the appropriate number of months. • full-year registration fee. • a PYR service fee and any other fees due. • the appropriate PYR sticker will be issued. <p>NOTE: VLF prorated from the date of registration expiration to the next 12/31 date is due if VLF for the current calendar year has not been paid.</p> <p>Full-year registration fee and VLF for the next year are due when the registration period goes beyond 12/31.</p>